



RECRUITMENT

U.S. EMBASSY, TEL AVIV

ALL CANDIDATES MUST FOLLOW THE INSTRUCTIONS FOR APPLYING AND READ THE "OTHER INFORMATION SECTION" TO MAXIMIZE THE OPPORTUNITY FOR CONSIDERATION FOR THIS POSITION.

ANNOUNCEMENT NUMBER: 09-041

OPEN TO:	<u>U.S. EMBASSY EMPLOYEES ONLY</u>
POSITION TITLE/GRADE:	VOUCHER EXAMINER – PSA-6
OPENING DATE:	JUNE 5, 2009
CLOSING DATE:	JUNE 19, 2009
WORK HOURS:	FULL TIME POSITION

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF POSITION:

This position is located in the Finance Management Office at the U.S. Embassy, at the Chancery. Incumbent is responsible for the preparation of various financial vouchers including VAT that require an understanding of Tax refunds. Responsible for processing of VAT receipts for VAT reimbursements for the Tel Aviv diplomatic community and for Mission VAT input vouchers to be submitted for Mission VAT refund. Responsible for the processing of various vouchers such as DCMA, DCAA, ODC. Also responsible for Citibank payments.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- Completion of secondary school. In addition, training in accounting or in accounting-related field at the technical level.
- 1 to 2 years of experience in clerical accounts maintenance, bookkeeping or related accounting technician work. With at least six months of experience in voucher examining.
- Level III English and Hebrew (good working knowledge).
- Must have a good working knowledge of microcomputer spread sheet applications, Microsoft Office applications i.e. Excel, Word, and Outlook.

UNSUCCESSFUL CANDIDATES WILL NOT BE NOTIFIED

HOW TO APPLY:

- Submit the Application for Employment [OF-612](#) or a Curriculum Vitae by fax: 972-3-519-7605 or via email telavivemp@state.gov or mail to the U.S. Embassy, Human Resources Office, 71 Hayarkon St., Tel Aviv, Israel
- To apply using the OF-612 form you must download the form onto your personal computer and file using one of the methods described above.
- Vacancy number must appear on all applications.
- Applications must be received by the closing date specified on the announcement. Applications received after this date will not be considered.
- Resumes must include: Citizenship, date of birth, fax number, or complete mail address, colleges attended, work experience (include dates of employment, duties, correct address for employer), special skills, language, trade and licenses.
- U.S. citizens must be 18 years of age or hold a high school diploma to be eligible for consideration.
- Israeli citizens must be 18 years of age to be eligible for appointment.
- The application must contain all information necessary to demonstrate that the candidate possesses the education, experience, skills and language abilities required for this position. Applicants who fail to meet requirements for the position will be disqualified.
- If college education is a requirement for the position, a transcript is required.

OTHER INFORMATION:

- In order for U.S. citizens to be considered for employment, proof must be provided with their application, of their Israeli citizenship, work permit and/or legal status in Israel.
- Former U.S. military members (up to rank of Major) who claim Veteran preference may receive preference if found qualified for the position. Copy of DD-214 must be provided.
- Eligible Family Members of USG direct hire employees receive preference if found to be among the best qualified.
- The U.S. Government is an Equal Employment Opportunity Employer. All qualified applicants receive appropriate consideration without regard to race, color, religion, sex, national origin marital status, age politics, disability, or sexual orientation which do not relate to successful performance of the duties of the position.
- U.S. Mission employees under probationary period are ineligible to apply.
- Issues such as conflict of interest or nepotism are considered in determining the suitability of candidates.
- Candidates are subject to testing for language, computer or other position related skills.

POINT OF CONTACT:

Jenny Zer

U.S. Embassy, Tel Aviv, Israel

Human Resources Office

Recruitment Program

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Email: telavivemp@state.gov

DEFINITIONS:

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive \ USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

The US Mission in Israel provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.